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FermiWorks
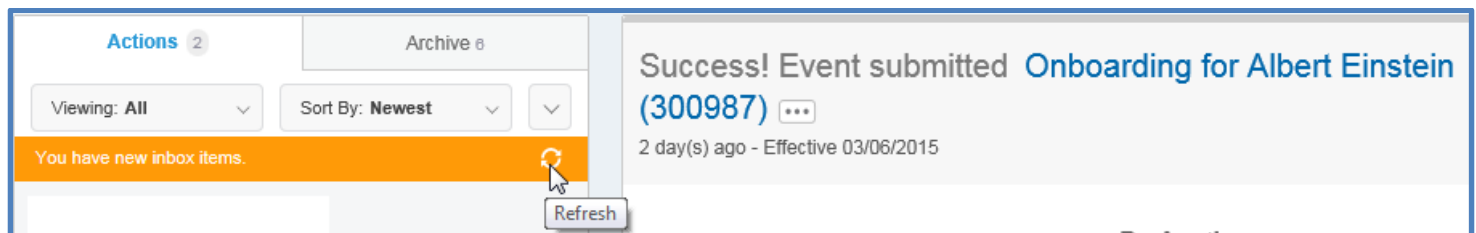Complete Final Onboarding Actions
07.30.15

There are additional Action items to complete:
- Change My Government IDs
- Change My Licenses
- Review Documents

NOTE: These Actions may display in a different order.

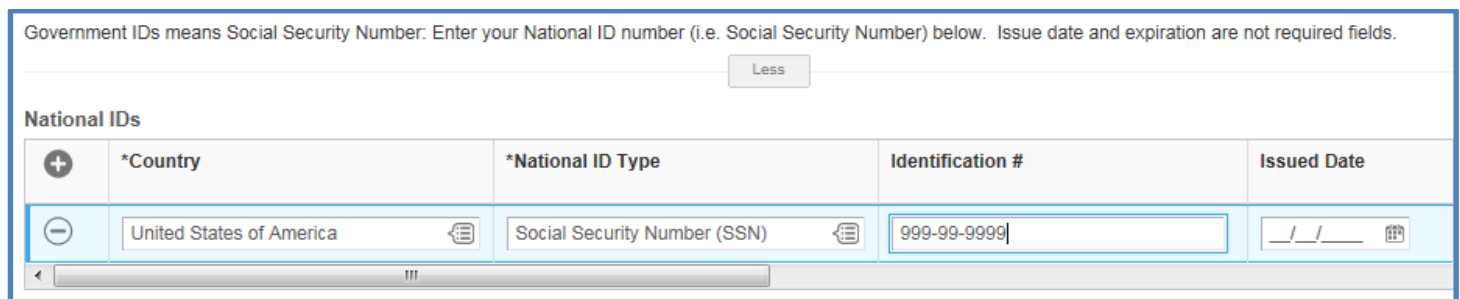Click **Refresh** to display new Actions in your Inbox.

Change My Government IDs

NOTE: If you do not have a Social Security Number, do not enter any additional information in this Action. Just click Submit.

If you have a Social Security Number it **MUST** be entered. The default is 999-99-9999. This **MUST** be updated to your actual Social Security Number for your paycheck to process properly. If you cannot enter your Social Security Number leave this default number in FermiWorks and update on your first day at Fermilab.

1. Click the minus sign to the left of United States of America to delete this entry. The line with 999-99-9999 cannot be edited.
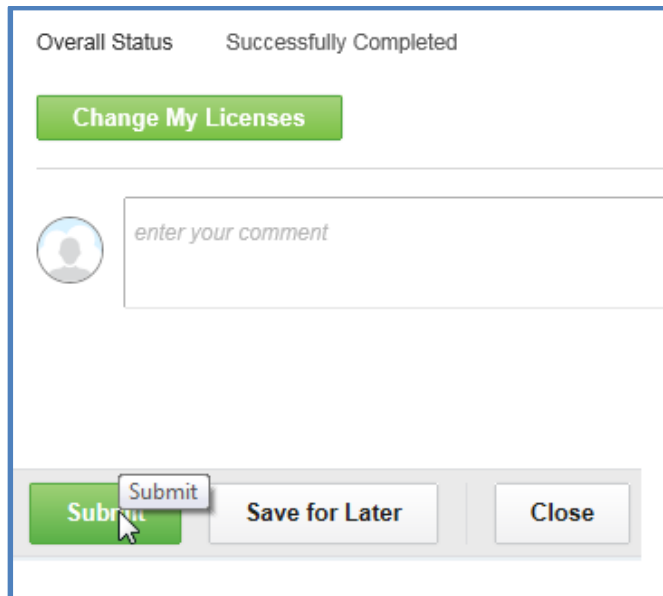
2. Click the plus sign to the left of Country to open a new line.

3. Enter United States of America for the Country.

4. Enter Social Security Number (SSN) for the National ID Type.

5. Enter your social security number in the Identification # field.

6. Click **Submit**.

7. Click **Done**.

8. Click **Submit** to complete the Change My Government IDs section.

9. Click **Done**.

Change My Licenses

1. Click **Submit**. If this is required, this information is maintained outside of FermiWorks. You do not need to enter any information in this section. You **MUST** click Submit.

2. Click **Done**.

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Change My Passports and Visas

This Action will be completed when you are on site at Fermilab. Just click **Submit**.

1. Click **Submit** at the bottom of the next window.
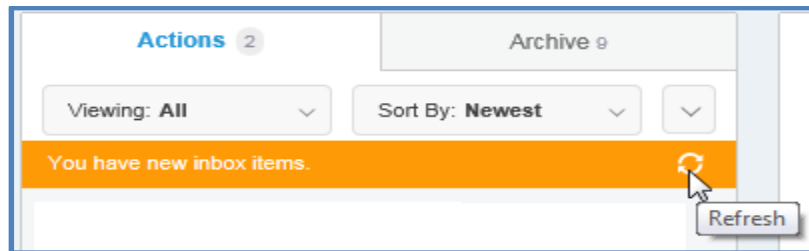
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There are two additional Action items to complete:
- Review Documents
- Change Benefits for Life Event

Click the orange bar to refresh to display the final Actions in your Inbox.

Review Documents

Some positions at Fermilab require additional documentation. Not all positions require all of the documents listed in the table below.

DOCUMENT	PROCESS	COMMENT
Invention and Employee Patent Agreement	1. Review and check 'My employment at the Laboratory'. 2. Print, Sign and bring with your first day to scan and upload.	FermiWorks only allows one file to be uploaded. If the agreement does not include all pages in one document it cannot be uploaded. Use the scanner in the HR department to upload as one file.
Policy Statement on Employment Opportunity for Individuals with Disabilities, Special Disabled Veterans, and Vietnam Era Veterans	This form is optional. If it applies to you, download and complete the form.	FermiWorks only allows one file to be uploaded. If the policy statement does not include all pages in one document it cannot be uploaded. Use the scanner in the HR department to upload as one file.
2015 Federal W4 Tax Form	Print and bring your first day to complete.	
State W-4 Income Tax Withholding	Print and bring your first day to complete.	
Direct Deposit	Print and bring your first day.	
Anti-Harassment Policy	1. Review the policy. 2. Check the 'I Agree' box.	
Fermilab Policy on Computing	1. Review the policy. 2. Check the 'I Agree' box.	
Drug and Alcohol Abuse Policy	1. Review the policy. 2. Check the 'I Agree' box.	

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DOCUMENT	PROCESS	COMMENT
Notice of Privacy Practices	1. Review the policy. 2. Check the 'I Agree' box.	
Quality Assurance Statement	1. You will be able to review these when you are on site. 2. Check the 'I Agree' box.	
Traffic Safety	1. Review the policy. 2. Check the 'I Agree' box.	
Outside Employment	1. Print, review the form and sign it. 2. Give it to your supervisor on your first day.	
Job Offer Acceptance Letter	1. Print out the Offer Letter sent to you by your recruiter. This letter must be signed and uploaded on your first day. 2. Upload the signature page.	FermiWorks only allows one file to be uploaded. If the offer letter does not include all pages in one document it cannot be uploaded. Use the scanner in the HR department to upload as one file.

NOTE: If you are not able to scan your entire job offer acceptance letter into one single file, you MUST bring the entire letter with you to scan in HR on your first day. Your job offer letter must be uploaded in its entirety.

1. Click **Submit**.

2. Click **Done**.

Change Benefits for Life Event

The 403(b) benefit is available to you. You can contribute to your retirement fund on a tax deferred basis.

NOTE: A Change Benefits Action will also display. You are eligible to contribute to a 403(b) retirement account. Please contact the Benefits Office when you are on site to discuss the details. Please do not Submit this Action until then. This Action may remain in your Inbox.

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Sign Out

Click **My Account > Sign Out**.